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## MINUTES

### REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD WEDNESDAY, JANUARY 19, 2005

The Commission was called to order at 7:00 p.m., with Chair King presiding.

#### PLEDGE OF ALLEGIANCE

#### 1. Roll Call

Present: Commissioner Gormley, Kurrasch, Rash, Robles-Wong, Tremain,  
Trujillo  
and Chair King

Absent: None

#### 2. CONSENT CALENDAR

Commissioner Kurrasch moved to adopt the Consent Calendar. Commissioner Gormley seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

- \*2-A. Minutes of the Housing Commission Regular Meeting held on December 15, 2004. Minutes were accepted.
- \*2-B. Draft Minutes of the Special Meeting of the Board of Commissioners held December 7, 2004. This draft was for information only.
- \*2-C. Draft Minutes of the Regular Meeting of the Board of Commissioners held January 4, 2005. This draft was for information only.
- \*2-D. Authorizing Disposal of Records. The Housing Commission authorized the Executive Director to dispose of the public records on the attached list, retained the required time period in accordance with the current Housing Authority policy.
- \*2-E. Quarterly Investment Report. The Housing Commission accepted the report on the Housing Authority's investment portfolio as of December 31, 2004.
- \*2-F. Annual Review of Investment Policy. The Housing Commission accepted the report on the Investment Policy.
- \*2-G. Budget Variance Report. This report was accepted.
- \*2-H. Changes to the Section 8 Administrative Plan and the Admission and Continued Occupancy Policy. The Housing Commission approved amending the Administrative Plan and the ACOP to include changes as outlined.
- \*2-I. Section 8 Housing Choice Voucher Program Status Report. This report was for information only.

#### 3. AGENDA ITEMS

- 3-A. Quarterly Police Activities Report. Commissioner Kurrasch commented that Exhibit C was helpful, the comparison with the City as a whole. Mr. Pucci advised that crime is down and arrests are up and that is true for the whole city which is down 60% on calls for service. Arrests are up but that is not a bad thing. Mr Pucci reminded the Commissioners that the incident can occur on the sidewalk or at a bus stop but still count at the address.

Commissioners Kurrasch and Gormley described how crime comes into complexes from outside.

Mr. Pucci has directed resident managers to check the lighting and report any burned-out lights. Chair King suggested pop-up lights. Mr. Pucci advised they would work at Independence Plaza but would get kicked at Esperanza.

This report is provided for information only.

- 3-B. Audit Report for Fiscal Year Ending June 30, 2004. Executive Director Pucci introduced the item. The Housing Authority has a clean audit, no findings on concerns in management letter from auditor. We had to advise auditor about our loss in the Section 8 Program. We also had to explain how we are addressing the problem for current fiscal year.

Commissioner Trujillo asked whether the auditor was on site for a long time. Mr. Pucci described the audit process, including audit of files, policies, review of meeting minutes and a thorough review of financial records. It's probably a four week process, less in the office. The Board of Commissioners has asked for a presentation from the auditor which will be on February 1, 2005 at 7:30 p.m.

Commissioner Tremain asked about the allowance for doubtful accounts. Mr. Pucci described that this is an accounts receivable primarily from unreported income. Commissioner Tremain asked how we find out. Mr. Pucci described income verification process, letters, anonymous tips, etc. He went on to describe the third-party verification process now mandated by HUD. This all helps in finding more fraud.

Commissioner Kurrasch moved acceptance of the audit report for the fiscal year ending June 30, 2004.

- 3-C. Reviewing Second Draft of Agency Plan for 2005 to 2010. Executive Director Pucci advised that the Commissioner's suggestions were addressed and incorporated.

Commissioner Kurrasch commented on how positive the Town Hall meetings have been so far. The meetings have been well attended. Mr. Pucci advised that a separate meeting will be held for Parrot Village residents on February 10<sup>th</sup> at Littlejohn Park because of the conversion to tenant-based assistance. He advised that everyone will receive a notice of the exact date, time and place. Parrot Village residents received a twelve month advance notice. The effective date will be July 2005.

Commissioner Robles-Wong asked for a contact for her and Chair King on the goal on the training tenants in home repairs. Mr. Pucci will have Tanya Bursey, Housing Program Manager call them to get started.

Comments and suggestions from the Housing Commission were noted on the second draft Housing Authority Five-Year Plan for the period beginning July 1, 2005.

#### 4. ORAL COMMUNICATIONS

Mr. Michael Torrey passed out some handouts.

#### 5. COMMISSION COMMUNICATIONS

Commissioner Gormely asked for a brief explanation of NAHRO article on the Community Development Block Grant program. Mr. Pucci advised that HUD appears to be planning to gut this program. He went on to describe the adverse impact on several City programs.

Commissioner Robles-Wong reiterated how significant this impact will be in cities throughout the nation.

Commissioner Rash asked what impact it might have on the Head Start Program. Mr. Pucci advised that this program is funded separately but may still be impacted. Mr. Pucci advised that he would provide the Commission with a copy of the City's report.

Commissioner Trujillo asked if the Woodstock School move will impact Independence Plaza. Mr. Pucci advised not Independence Plaza but it will likely affect Esperanza.

Commissioner Kurrasch advised that school is looking at potential cuts and advised everyone to keep their ears open.

Commissioner Robles- Wong commented that schools on the West End will likely be closed.

Chair King advised members that they will be receiving Form 700 and encouraged Commissioners to complete the form fully and timely.

Commissioner Tremain asked if she would be required to report a duplex on the form. Chair King said yes. Mr. Pucci advised her that she cannot rent to Section 8 tenants.

Chair King reminded the Commissioners of the Presidential inauguration. Commissioner Trujillo commented on the cost of the inauguration.

Commissioner Robles-Wong asked if the Housing Authority had to obtain authorization to dispose of records. Mr. Pucci replied yes and they are reviewed by the City attorney as well.

6. ADJOURNMENT

There being no further discussion, Chair King adjourned the meeting at 7:40 p.m.

Attest:

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Garnetta King, Chair

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Michael T. Pucci  
Executive Director / Secretary